

ANNEX 3:

FORMAT FOR THE ANNUAL ACTIVITY REPORT AND THE FINAL ACTIVITY REPORT FOR RESEARCH INITIATIVE’SPROGRAMME (RIP)

# Annual Activity report (or end report)

In the case of en end report, please combine the last activity report with the end report and specify in the text when needed whether the narrative concerns the last activity year or globally the end report.

The following template must be used for the activity report as part of interim and final reporting obligations:

1. Basic details

Name promoter:

Name University:

Country:

Project title:

Local partner institution:

Part of the Research Initiative Programme (RIP) call 2010

Duration:

Activity year: 1/2/3/4 (year)

Period of reporting:

Total approved budget: €

Budget for the concerned activity year: €

2. A narrative overview of the activities which were realised during the period in question

3. Comparison of the planned objectives/ intermediate results/ activities/ budget and the actual realisation/ costs during the period in question (both quantitative and qualitative aspects) in a tabular form (annex 3.1.1.)

4. Comments on the performance of the project: results obtained, causes of success or failure, difficulties encountered, etc.

5. Justification of the established differences between approved budget and the actual expenditures

6. Perspectives for activities which are spread over a number of years, the planning for the next year should be enclosed, with an indication of the adjustments compared with the original planning.

In the case of an end report, please describe the opportunities and challenges regarding the possibility of the benefits of the project to be sustained after the VLIR-UOS-funding (sustainability).

7. "soft indicators" : please provide information on progress about

* Attitudes on decision making, conflict resolution, articulation of ideas, conceptual and strategic thinking etc.
* Work ethics (discipline, attention for detail, time management etc.)
* International integration (ease of travel and mixing, social and communication skills at academic level etc.)
* Other (self confidence, loyalty etc.)

8. Please provide a list with:

* team members of the project
* investment goods or acquired procurement
* short trainings (name, period, topic, host institution)
* Overview of travels, exchanges

9. Optional material

In view of enhancing the readability and attractiveness of the overall VLIR-UOS reporting, each project is (optional) expected to annually submit:

* some quality pictures with title (date, location and explanation of picture content)
* anecdotal story (interview, life story, case). Such a story may be drafted by the project team itself or be a copy of articles produced in campus letters or by local papers or the media
* scientific material: abstracts of manuscripts, publications submitted, in press or published, congress proceedings etc…(please only submit abstracts or summaries with clear references)
* meta-data on collected samples, data banks

The list of Key Result Areas (KRAs) in annex 3.1.2. may be useful to list the obtained results.

|  |
| --- |
| **Annex 3.1.1. LOGICAL FRAMEWORK MATRIX** |
|  |  |  |
| **I. Overall Objectives (OO)** |  |   |  |  |
| **Overall Academic objective** |  |
|  |  |
| **Overall Developmental objective**  |  |
|  |  |
| **II. Specific Objectives (SO)** |  | **Indicators (OVI) and targets**  | **Source of Information (SOV)**  | **Realisation** |
| **Specific Academic objective** |  |
|  | **A1** |   |   |  |
| **A2** |   |   |  |
| **Specific Developmental objective** |  |   |   |  |
|   | **D1** |   |   |  |
| **D2** |   |   |  |
| **III. Intermediate Results (IR)** |  | **Key indicators (OVI) and targets** | **Source of Information (SOV)** | **Realisation** |
| **(1) Research related Irs** |  |
| **IR 1** |   | **1.1.** |   |   |  |
| **1.2.** |   |   |  |
| **1.3.** |   |   |  |
| **IR 2** |   | **2.1.** |   |   |  |
| **2.2.** |   |   |  |
| **2.3.** |   |   |  |
| **IR 3** |   | **3.1.** |   |   |  |
| **3.2.** |   |   |  |
| **3.3.** |   |   |  |
| **IR 4** |   | **4.1.** |   |   |  |
| **4.2.** |   |   |  |
| **4.3.** |   |   |  |
| **(2) Capacity building related Irs** |   |   |   |
| **IR 5** |   | **5.1.** |   |   |  |
| **5.2.** |   |   |  |
| **5.3.** |   |   |  |
| **IR 6** |   | **6.1.** |   |   |  |
| **6.2.** |   |   |  |
| **6.3.** |   |   |  |
| **(3) Extension related Irs (if applicable)** |   |  |  |
| **IR 7** |   | **7.1.** |   |   |  |
| **7.2.** |   |   |  |
| **7.3.** |   |   |  |
| **IV. Main activities**  | **Realisation** |
| **1.1.** |   |   |
| **1.2.** |   |  |
| **1.3.** |   |  |
| **1.4.** |   |  |
| **1.5.** |   |  |
|  |   |   |
| **2.1.** |   |   |
| **2.2.** |   |  |
| **2.3.** |   |  |
| **2.4.** |   |  |
| **2.5.** |   |  |
|  |   |   |
| **3.1.** |   |   |
| **3.2.** |   |  |
| **3.3.** |   |  |
| **3.4.** |   |  |
| **3.5.** |   |  |
|  |   |   |
| **4.1.** |   |   |
| **4.2.** |   |  |
| **4.3.** |   |  |
| **4.4.** |   |  |
| **4.5.** |   |  |
|  |   |   |
| **5.1.** |   |   |
| **5.2.** |   |  |
| **5.3.** |   |  |
| **5.4.** |   |  |
| **5.5.** |   |  |
|  |   |   |
| **6.1.** |   |   |
| **6.2.** |   |  |
| **6.3.** |   |  |
| **6.4.** |   |  |
| **6.5.** |   |  |
|  |   |   |
| **7.1.** |   |   |
| **7.2.** |   |  |
| **7.3.** |   |  |
| **7.4.** |   |  |
| **7.5.** |   |  |
|  | **Budget** | **Costs** |
|  | 1. Investment costs:
2. Operational costs:
3. Personnel costs:
4. Scholarships costs:
5. International travel costs:
6. Board and lodging costs:
7. Shipment costs:
8. Margin for insufficient budgetary estimate:
9. Coordination costs:

TOTAL:    | 1. Investment costs:
2. Operational costs:
3. Personnel costs:
4. Scholarships costs:
5. International travel costs:
6. Board and lodging costs:
7. Shipment costs:
8. Margin for insufficient budgetary estimate:
9. Coordination costs:

TOTAL:  |

## List of the KRAs

*Please use the attached excel-sheet or include directly in the below table.*

****

|  |
| --- |
| **KEY RESULT AREAS (STANDARD QUANTIFIABLE INPUT/OUTPUT/RESULT DATE) = ABSOLUTE AND BASE LINE RELATED** |
| ***Key result areas*** | ***Indicators (quantitative and full descriptive data)***  | ***Y1*** | ***Y2*** | ***Y3*** | ***Y4*** | ***Comment on the evolution*** |
| **Research related** |
| KRA 1: Research  |         Articles in international peer reviewed journals |   |   |   |   |  |
|         Articles in national peer reviewed journals  |   |   |   |   |  |
|         Conference proceedings (full paper) |   |   |   |   |  |
|         Conference abstracts |   |   |   |   |  |
|         Chapters in books (based on peer review) |   |   |   |   |  |
|         Books with international distribution (author or editor) |   |   |   |   |  |
|         Working/technical papers/popularising literature/articles in national journals, electronic journals etc.  |   |   |   |   |  |
|         Conference contributions (posters, lectures)  |   |   |   |   |  |
|         Patents. |   |   |   |   |  |
|         Other |   |   |   |   |  |
| **Capacity building related** |
| KRA 2. Teaching |          Number of courses/training programmes developed |   |   |   |   |  |
|          New of substantially updated curriculum |   |   |   |   |  |
|          Textbooks development  |   |   |   |   |  |
|          Learning packages developed (distance learning, CD-rom etc.) |   |   |   |   |  |
|          Laboratory manuals |   |   |   |   |  |
|          Excursion guides |   |   |   |   |  |
|          Other  |   |   |   |   |  |
| KRA 4: Management |          New institutional procedures / policies |   |   |   |   |  |
|          Lab or departmental management inputs |   |   |   |   |  |
|          Systems development (e-management, software etc.)  |   |   |   |   |  |
|          Research protocols  |   |   |   |   |  |
|          Other |   |   |   |   |  |
| KRA 5: Human resources development  |          Bsc. |   |   |   |   |  |
|          Master |   |   |   |   |  |
|          Phd. |   |   |   |   |  |
|          Pre-doc |   |   |   |   |  |
|          Training in Belgium |   |   |   |   |  |
|          Other |   |   |   |   |  |
| KRA 6: Infrastructure Management |          Physical infrastructure (incl. land) |   |   |   |   |  |
|          ICT-equipment |   |   |   |   |  |
|          Library equipment (incl. books) |   |   |   |   |  |
|          Laboratory equipment |   |   |   |   |  |
|          Transport |   |   |   |   |  |
| KRA 7: Mobilisation of additional resources/opportunities |          Flemish travel grants |   |   |   |   |  |
|          Flemish PhDs |   |   |   |   |  |
|          Other PhDs |   |   |   |   |  |
|          Spin off projects |   |   |   |   |  |
|          other |   |   |   |   |  |
|   |   |   |   |   |  |
| **Extension related** |
| KRA 3: Extension and outreach  |          Leaflets, flyers or posters for extension |   |   |   |   |  |
|          Manuals or technical guides |   |   |   |   |  |
|          Workshop or training modules package |   |   |   |   |  |
|          Audio visual extension materials |   |   |   |   |  |
|          Consultancy / contract research |   |   |   |   |  |
|          Policy advice/papers |   |   |   |   |  |
|          Other |   |   |   |   |  |
| KRA 8: Other |   |   |   |   |   |  |

## Annual Financial report

The appended models as referred to in the Own Initiatives guidelines, and applicable for the Research Initiative Projects, must be used for the financial report. Model IC is only relevant in the event of expenditure from a Belgian account, which would be highly exceptional in the context of a RIP.

Digital versions of the abovementioned financial report models are available from info@vliruos.be

# Research Initiatives: Income overview

**PARTNER UNIVERSITY:**

**PROJECT TITLE:**

**ACTIVITY PROGRAMME YEAR:**

**STARTING DATE:**

RESEARCH INITIATIVES’ PROGRAMME 2010

|  |  |
| --- | --- |
| VLIR transfer: |  |
| **TOTAL**: |  |

Duly certified,

 Name and position of the undersigned

Model IB

**Research Initiatives’ Programme 2010: Financial Report**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PARTNER UNIVERSITY:** |  |  |  |  |  |  |  |  |  |
| **ACTIVITY PROGRAMME YEAR:** |  |  |  |  |  |  |  |  |  |
| **PERIOD: FROM: TO:** |  |  |  |  |  |  |  |  |  |
| BUDGET LINES | **Approved****Budget** | New budget | Expenses in € | Difference |
|   |   |  |  |  | Belgian account[[1]](#footnote-1) | Local account | Total (b) + (c) |  (a) - (d) |
|   | (a) |  |  |  | (b) |  (c) | (d) | (e) |
| A. INVESTMENT COSTS |   |  |  |  |  |   |   |   |
| B. OPERATIONAL COSTS |   |  |  |  |  |   |   |   |
| C. PERSONNEL COSTS |   |  |  |  |  |   |   |   |
| D. SCHOLARSHIP COSTS  |   |  |  |  |  |   |   |   |
| TOTAL A through D |   |  |  |  |  |   |   |   |
| E. COORDINATION COSTS (no more than 5% of total of A through D) *(where applicable)* |  |  |  |  |  |  |  |  |
| TOTAL  |   |  |  |  |  |   |   |   |
| **GRAND TOTAL**  |   |  |  |  |  |   |   |   |

Duly certified,

Name and position of the undersigned

Model ID

# Research Initiatives’ Programme 2010: List of expenses payable from the local account and conversion into €

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PARTNER UNIVERSITY:** |  |  |  |  |  |  |  |  |  |
| **ACTIVITY PROGRAMME YEAR:** |  |  |  |  |  |  |  |  |  |
| **STARTING DATE:**  |  |  |  |  |  |  |  |
| **BUDGET LINES** | **Classif. N°** | **Inv. Date** | **Invoice N°** | **Supplier****or beneficiary**  | **Description** |  | **Amount** |  | **Totals** |
|  |  |  |  |  |  | **Currency** | **Exchange Rate** | **In €** |  |
| A. INVESTMENT COSTS |   |  |  |  |  |  |  |  |  |
| B. OPERATIONAL COSTS |   |  |  |  |  |  |  |  |  |
| C. PERSONNEL COSTS |   |  |   |   |   |  |  |  |  |
| D. SCHOLARSHIP COSTS |   |  |   |   |   |  |  |  |  |
| TOTAL A through D |  |  |  |  |  |  |  |  |  |
| E. COORDINATION COSTS (no more than 5% of total of A through D) *(where applicable)* |  |  |  |  |  |  |  |  |  |
|  **GRAND TOTAL**  |  |  |  |  |  |  |  |  |  |

Duly certified,

Name and position of the undersigned

Model IC

# Research Initiative Programme 2010: List of expenses payable from the Belgian account (in case applicable, normally not)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PARTNER UNIVERSITY:** |  |  |  |  |  |  |  |  |  |
| **ACTIVITY PROGRAMME YEAR:** |  |  |  |  |  |  |  |  |  |
| **STARTING DATE:**  |  |  |  |  |  |  |  |
| **BUDGET LINES** | **Classif. N°** | **Inv. Date** | **Invoice N°** | **Supplier****or beneficiary**  | **Description** |  | **Amount** |  | **Totals** |
|  |  |  |  |  |  | **Currency** | **Exchange Rate** | **In €** |  |
| A. INVESTMENT COSTS |   |  |  |  |  |  |  |  |  |
| B. OPERATIONAL COSTS |   |  |  |  |  |  |  |  |  |
| C. PERSONNEL COSTS |   |  |   |   |   |  |  |  |  |
| D. SCHOLARSHIP COSTS |   |  |   |   |   |  |  |  |  |
| TOTAL A through D |  |  |  |  |  |  |  |  |  |
| E. COORDINATION COSTS (no more than 5% of total of A through D) *(where applicable)* |  |  |  |  |  |  |  |  |  |
|  **GRAND TOTAL**  |  |  |  |  |  |  |  |  |  |

Duly certified,

Name and position of the undersigned

Model II B

Research Initiative Programme 2010: Transactions through the specific local bank accounts (current and forward accounts) and/or cashbook

|  |  |  |  |
| --- | --- | --- | --- |
| **BANK ACCOUNT(S):**  |  |  |  |
|  |  |  |  |
| **PARTNER UNIVERSITY:** |  |  |  |  |
| **ACTIVITY PROGRAMME YEAR:** |  |  |  |  |
| **PERIOD: FROM: TO:**  |  |  |  |
|  |  |  |  |  |  |
| **N°** | **Date** | **Description** | **Income** | **Expenses**  | **Balance** |
|   |   | Transfer bank balance previous instalment |  |  |   |
|   |   | Transfer from the Belgian account |  |  |   |
|   |   | Payment invoice |  |  |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **TOTALS** |   |   |   |   |   |

Duly certified,

Name and position of the undersigned

1. In principle not eligible, however investment costs which are not possible in the South due to unavailability may be budgetted in the North [↑](#footnote-ref-1)